

1. On your main page when you first log you are logged onto the top tab called Pages. On this page, there are different boxes located on the page with green headers. Find the one that says “Tasks” in the upper left hand corner of the green header.
2. Select the “Initiate” button located in the “Tasks” box in the right hand corner. A popup window will appear with a drop down menu. Select the “**Contact and Medical Emergency Information, Permission Sign-off**” workflow from the list in the menu. Select the magnifying glass and select the student you would like to complete the workflow for. Please note that you will need to go through this process for each student you have in the school system. After selecting the student, select the next button located at the bottom right hand corner of the screen.
3. Please complete the information for each tab in the workflow.
  - The Guardians tab list parents or guardians responsible for the student. You can update any information about a specific guardian or parent by selecting the name and making any necessary changes and select ok.
  - The Contacts tab should list people who will be contacted in case of a medical emergency and the parents or guardians are not available.
  - The Emergencies tab list information about your Family Physician and Dentist.
  - The Consents and Releases tabs provide the school with information on what you consent to and what information can be released about your student. If you check any of the boxes in the Releases tab, this means you do NOT want your student to be a part of something.
4. At the bottom of the Release, Computers, Handbook and 1:1 Device tab, your initials are required in the field of Digital Signature before selecting the next button at the bottom right hand corner of the page otherwise a popup stating “Value required for field Signature” will appear asking you to put your initials in the box before moving forward. Once you have done this, select next and then finish.

Below are visuals to help guide you through the process.

Pages: Family, Academics, Groups, Calendar

Home

Tasks

Open Tasks ▾

Page Directory

Received      Workflow      Task      Subject

Step 1: On the Pages Top Tab, locate "Tasks"

Step 2: Find the Initiate button

Select this button to start the workflow process

+ Initiate...

Edit

### Initiate Workflow: Workflow Selection Step 1 of 3

Workflow


Date

Accept Course Requests

**Contact and Medical Information, Permission signoff**

Extra-Curricular/Athletic - parent (HS only)

Step 3: This popup window will appear, from the drop down menu select the Contact and Medical Information, Permission signoff as the workflow you want to complete. Select the Next button at the bottom of the page.

Select the student using the Spy glass  you would like to complete the workflow for and then select ok.

# Initiate Workflow: Details

Step 2 of 3

Contact and Medical Information, Permission signoff Details for Able, Brian Test

Demographics | Guardians | Contacts | Emergencies | Consents | Releases | Computers | Handbook

Please fill in all information on all the tabs above. Click [here](#) for instructions.

First Name	Brian Test
Last Name	Able
Nickname	<input type="text"/>
Home Phone	<input type="text" value="(203) 655-3891"/>
Street	<input type="text" value="35 Leroy Avenue"/>
Apt	<input type="text" value="#210"/>
City, State Zip	<input type="text" value="Darien, CT 06820"/>

Once you have reviewed, updated or completed and signed off on the appropriate tabs, select **Next**, and then **Finish**. You will receive an email stating we have received your information and it will be processed within 48 hours.

To continue, click the Guardians tab above

← Previous | **Next →** | **Finish** | × Cancel

# Initiate Workflow: Details

Contact and Medical Information, Permission signoff Details for Able, Brian Test

Demographics | Guardians | **Releases** | Computers | Handbook | 1:1\_Device

<input type="checkbox"/> My child may NOT participate in field trips (notification will be provided prior to each trip)	<input type="checkbox"/> My child may NOT participate in school photographs and video images, such as local media, bulletin boards, websites, educational access channel broadcast, yearbook, and professional development classroom videos	<input type="checkbox"/> My child's information may NOT be released for event publicity, class lists, and the PTO school directory, which can include your child's name, address, phone, e-mail, parent names, and teacher name
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**✘** Value required for field "Signature".  
Value required for field "Parent User Agreement Signature".  
Value required for field "Student Device Loan Agreement Parent".  
 OK

Your Initials (Digital Signature) \*

To continue, click the Computers tab